

JOB DESCRIPTION

Section: ADMINISTRATION	Job Title: Finance Officer
Reports to: FINANCE MANAGER	Grade/Salary Range: BP Range 3/£22,245-£24,059 (pro rata)
Working Pattern: 30 hours per week	Working Weeks per annum: TTO

PURPOSE OF JOB

Under the direction, guidance and instruction of the Finance Manager provide financial and administrative support to the Academy.

Co-ordinating and completing administrative routines relating to finance and the receipt and distribution of goods and services

To assist the Senior Finance Officer with Accounts receivable

Undertaking general office, reception and administrative duties as required

MAIN DUTIES AND RESPONSIBILITIES

- Provide efficient finance and administration assistance to the Finance Manager and Senior Finance Officer
- To assist in maintaining and updating information held on the schools' databases in particular those relating to finance including recording expenditure and income, accessing and producing reports for budget holders
- To assist with the process of payments, ensuring required authorisation having been gained and ensuring cheques are signed by relevant signatories, bank details/ BACS forms held are up to date and quotes attached.
- Provide general advice and guidance to staff regarding financial procedures in line with school procedures.
- Ensure expenditure is in line with budgets and highlight discrepancies.
- Operate schools accounting systems/software (SAGE)

- To assist the Senior Finance Officer with Accounts receivable
- To raise and issue school invoices following up their prompt payment, deal with receipts, chase payments and any outstanding debts
- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors
- To complete bank account reconciliations as required, reporting any issues to the Finance Manager
- To assist in ensuring accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required
- To assist the Finance Manager in the co-ordination of the audit
- Challenge expenditure to ensure best value for money e.g. telephone usage.
- Undertaking general office and administrative duties as required
- To carry out any ad hoc finance projects delegated by the Finance Director

MAIN DUTIES AND RESPONSIBILITIES – OTHER

Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the admin team.

Attend INSET, appropriate training and relevant meetings as required and participate in the school's staff performance.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Finance Director, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Signature Job Holder:.....

Date:.....